



CALIFORNIA PRISON INDUSTRY AUTHORITY

INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES 6PI04-01

INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES 6PI04-02

OPEN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, DENIAL OF FAMILY AND MEDICAL CARE LEAVE, DISABILITY, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY AND VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST AT	INDUSTRIAL WAREHOUSE & DISTRIBUTION SPECIALIST, PRISON INDUSTRIES INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES Adult Correctional Facilities Located Throughout The State.
WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements). This is an OPEN exam.
HOW TO APPLY	Applications (Form 678) are available, and must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200. DO NOT SEND APPLICATIONS TO THE CALIFORNIA HUMAN RESOURCES DEPARTMENT Note: If you meet the minimum qualifications for both exams with the same final filing date, you may apply for both examinations using one application. Please indicate this on your application.
FINAL FILING DATE	Applications (Form 678) must be POSTMARKED no later than MARCH 18, 2016 . Applications postmarked, personally delivered or received via interoffice mail after the final file date will not be accepted for any reason. Applications received via fax/electronically will not be accepted for any reason.
SALARY RANGE	Industrial Warehouse & Distribution Specialist, Prison Industries \$3602-\$4543 Industrial Warehouse & Distribution Supervisor, Prison Industries \$4004-\$4968
QUALIFICATIONS APPRAISAL INTERVIEW	It is anticipated that interviews will be held during APRIL/MAY 2016 .
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
ELIGIBLE LIST INFORMATION	An eligible list will be established for CALPIA. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
POSITION DESCRIPTION	Industrial Warehouse & Distribution Specialist, Prison Industries is the first working level in the Industrial Warehouse and Distribution series. The incumbent monitors the receipt, storage, issuance, and shipping of raw materials, component parts, food supplies, finished products, etc., in a CALPIA Warehouse; ensures the quality of goods on purchase orders; recognizes any defective freight that is being delivered to or shipped from the warehouse, and takes whatever steps are necessary to correct the defective product; assumes additional duties and responsibilities in assisting a high-level warehouse supervisor; and maintains order and supervises the conduct of inmates and protects and maintains the safety of persons and property.

POSITION DESCRIPTION (cont.)	<p><u>Industrial Warehouse & Distribution Supervisor, Prison Industries</u> is the first working supervisory level in the Industrial Warehouse and Distribution series. Incumbents are responsible for the direct supervision of subordinate warehouse staff. They supervise the receipt, storage, issuing and shipping of finished products, food supplies, raw materials, component parts, etc. in a CALPIA Warehouse. Incumbents must be able to ensure the quality of goods on purchase orders; recognize defects involving the deliveries to or shipments from the warehouse and take corrective action as necessary; may assume additional duties and responsibilities in assisting a higher level warehouse supervisor; maintain order and supervise the conduct of inmates and protects and maintains the safety of persons and property.</p> <p><u>Both Levels</u> Incumbents are responsible for maintaining order and supervising the conduct of persons committed to the California Department of Corrections and Rehabilitation; preventing escapes and injury by these persons to themselves or others or to property; maintaining security of working areas and work materials; and inspecting premises and searching inmates, residents, or patients for contraband, such as weapons and/or illegal drugs.</p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries</p> <p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. <u>(NOTE: Appropriate class is defined as possession of a valid Class A, B, or C California Driver License. Please provide this information in item #9 on the State application, STD 678. Applications received without Driver License information will be rejected.)</u></p> <p style="text-align: center;"><u>AND</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a Warehouse Worker (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or III</p> <p>Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).</p> <p style="text-align: center;">Or IV</p> <p>Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. (Experience in the California state service applied toward this requirement must include at least two years in a class at a level of responsibility at least equivalent to a Warehouse Worker.)</p> <p>Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p>Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. <u>(NOTE: Appropriate class is defined as possession of a valid Class A, B, or C California Driver License. Please provide this information in item #9 on the State application, STD 678. Applications received without Driver License information will be rejected.)</u></p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of an Industrial Warehouse and Distribution Specialist, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within the CALPIA.</p> <p style="text-align: center;">Or III</p> <p>Three years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).</p>

MINIMUM QUALIFICATIONS (cont.)	<p style="text-align: center;">Or IV</p> <p>Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward the supervisory requirement must include at least three years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor I (Correctional Facility).]</p>
SPECIAL PERSONAL CHARACTERISTICS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p>Tact, patience, and ability to work with persons confined in a correctional institution.</p>
SPECIAL PHYSICAL CHARACTERISTICS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Industrial Warehouse & Distribution Specialist, Prison Industries Industrial Warehouse & Distribution Supervisor, Prison Industries</p> <p>Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under scope. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">QUALIFICATIONS APPRAISAL – WEIGHTED 100%</p>
SCOPE	<p>A. Knowledge of: (Both levels) Industrial Warehouse and Distribution Specialist, Prison Industries</p> <ol style="list-style-type: none"> 1. Warehousing and distribution methods and practices, including cycle counting to ensure accurate inventory control. 2. Regulations involved with incoming and outgoing shipments to meet mandated requirements. 3. Various specifications and standards applicable to receipt of raw materials to ensure conformance with laws and regulations. 4. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution to apply to work projects and safety procedures. 5. Safety practices and orders, including requirements for hazardous/toxic materials to ensure conformance with laws and regulations and maintain a safe working environment. 6. Principles of personnel management and supervision to maintain a positive and productive work environment. <p>Industrial Warehouse & Distribution Supervisor, Prison Industries (in addition to 1-6 above)</p> <ol style="list-style-type: none"> 7. The Department's Equal Employment Opportunity program objectives to comply with CALPIA's goals and objectives. 8. A supervisor's role in the Department's Equal Employment program objectives to effectively determine and implement appropriate courses of action. <p>B. Ability to: (Both levels)</p> <ol style="list-style-type: none"> 1. Comprehend and use CALPIA's computer systems to perform various work activities. 2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution to effectively perform assignments. 3. Instruct and supervise inmates in warehousing/distribution techniques and safety practices to ensure quality control and a safe working environment. 4. Maintain firm, impartial, and consistent discipline to maintain positive and productive relationships.

SCOPE (cont.)	<ol style="list-style-type: none"> 5. Understand rules, regulations, laws, and procedures to ensure regulatory compliance. 6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules to comply with regulatory requirements. 7. Analyze situations accurately and take effective action to provide for efficient prioritization and completion of projects and assignments. 8. Keep records and prepare reports to evaluate and interpret data. 9. Read and write English at a level required to ensure successful job performance. 10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending; the ability to lift up to fifty pounds, and the ability to adapt well to emotional and stressful situations to meet mandated job requirements. <p>Industrial Warehouse & Distribution Supervisor (in addition to 1-10 above)</p> <ol style="list-style-type: none"> 11. Instruct and supervise staff, inmates, or residents in warehousing/distribution techniques and safety practices to perform various work activities. 12. Effectively contribute to the Department's Equal Employment Opportunity program objectives to maintain a fair and impartial work environment.
VETERANS' PREFERENCE	<p>IMPORTANT CHANGES – EFFECTIVE JANUARY 1, 2014</p> <p>Assembly Bill 372, signed into law by Governor Brown on August 12, 2013, changes the way the Veterans Preference process is administered by the State of California. Veterans Preference will be awarded as follows, starting on January 1, 2014:</p> <p>1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.</p> <hr/> <p>HOW TO APPLY FOR VETERANS PREFERENCE</p> <p>The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at www.jobs.ca.gov and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at www.cdva.ca.gov.</p>
QUESTIONS	<p>If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.</p>

GENERAL INFORMATION

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, CALPIA, and at www.CALPIA.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

GENERAL INFORMATION (cont.)

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation which restricts a person from safely performing the essential functions of the position may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200-WWW.CALPIA.CA.GOV
CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922